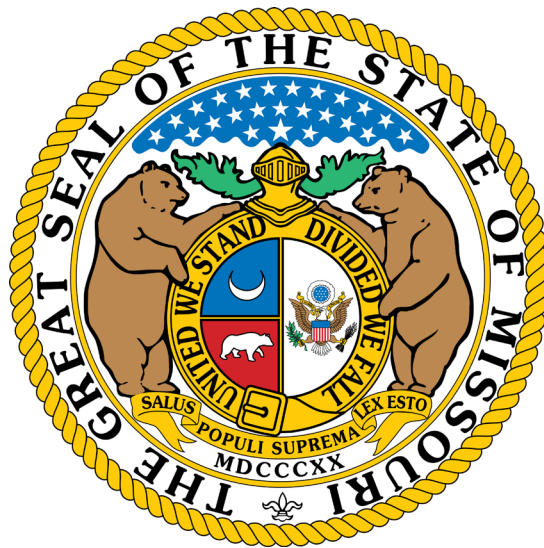


Fiscal Year 2023

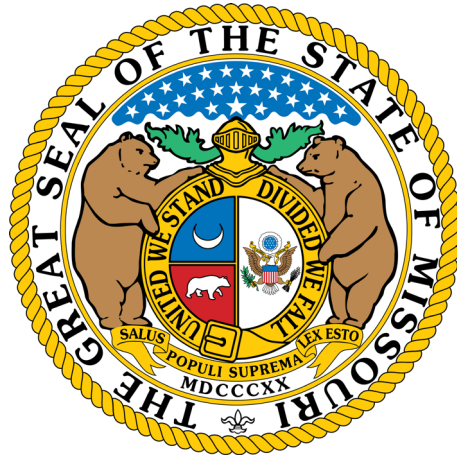
State of Missouri

Fleet Management Annual Report



Office of Administration
Division of General Services





FY23

The State Fleet Management Annual Report is published by:

State of Missouri
Office of Administration
Division of General Services
State Fleet Management
301 W. High Street, P.O. Box 809
Jefferson City, MO 65102-0809

<https://genserv.oa.mo.gov/state-fleet-management>

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The Honorable Michael L. Parson and
Members of the General Assembly:

I am pleased to submit the Fleet Management Report for fiscal year (FY) 2023.

Section [37.450, RSMo.](#) requires the State Fleet Manager to produce an annual report, outlining the status of the State vehicle fleet and detailing recommendations for improvements and changes necessary for more efficient management of the fleet. This report includes details of progress made in FY23, the current state of the vehicle fleet, and fleet management goals for FY24.

I believe you will find this report useful and informative. I thank you for your support as we continue our efforts to improve the overall efficiency of the state vehicle fleet.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Crystal D. Wessing', followed by a long, sweeping horizontal stroke.

Crystal D. Wessing
Director
Division of General Services

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Program Overview



The State Fleet Management Program is assigned to the Office of Administration's (OA) Division of General Services. It is the responsibility of the State Fleet Manager to oversee all aspects of the program and perform the following functions:

- Coordinate statewide fleet management activities
- Develop fleet policies and recommended vehicle practices
- Monitor agency compliance with the State Vehicle Policy ([SP-4](#))
- Administer the State Fleet Information System
- Pre-approve passenger vehicle purchases
- Operate a consolidated carpool, serving agencies in the Jefferson City area
- Operate a vehicle maintenance facility, serving all agencies
- Report the status of the state vehicle fleet annually, pursuant to section 37.450, RSMo.
- Communicate fleet replacement options to policymakers
- Administer fleet-related contracts
- Serve as a resource to state agencies on fleet management issues
- Host quarterly meetings of agency fleet managers

Missouri state agencies independently manage agency-owned vehicles, in accordance with state statutes and the State Vehicle Policy. The Fleet Management Advisory Committee (FleetMAC) consists of state agency representatives and contributes valuable input to decisions on fleet management in state government.

OA develops vehicle policies with the input of agency fleet managers. Agency fleet managers act as the primary contact between the State Fleet Manager and their respective agencies for all fleet-related matters.

Agency Fleet Managers



Agriculture	Regina Roesner
Attorney General's Office	Melissa Kampeter
Auditor's Office	Teryn Porch
Commerce & Insurance	Grady Martin
Conservation	Chris Scheppers
Corrections	Raylea Graves
Economic Development	Greg Bernskoetter
Elementary & Secondary Education	Tori LePage
Governor's Office	Tammy Allee
Health & Senior Services	Kyle Wilde
Higher Education & Workforce Development	Dylan Minor
Labor & Industrial Relations	Terry Doerhoff
Mental Health	Jason Gilbert
Missouri Lottery	Tapiwa Madondo
Missouri State Highway Patrol	Zach Russell
Natural Resources	Terry Kingcade
Office of Administration	Samantha Robinett
Public Safety	Jennifer Jones
Revenue	Matt Stockman
Secretary of State	Justin Shanks
Social Services	Kathy Vogt
State Courts Administrator	Brain Dowden
State Tax Commission	Melina Scheperle
Supreme Court	Michael Hancock
Transportation	Amy Niederhelm
Treasurer's Office	Monica Boone

Executive Summary



While state agencies have operational control of their fleets, the State Fleet Management Program oversees policy and supports agencies by providing tools and resources for the most efficient vehicular travel.

In FY23, Fleet Management advanced fleet best practices, following recommendations from the Task Force on Fleet Management's 2018 report. The task force brought together industry experts to review current state fleet practices, make recommendations for improvement, and to share industry best practices with representatives of the State of Missouri. The task force report is available at: <https://www.hawthornfoundation.org/our-focus>. Some pressing issues identified in the report, and their status, are included below.

Vehicle Funding

Funding to replace vehicles varies year to year. This forces agencies to retain vehicles beyond their useful life, resulting in higher overall costs.

Status: Due to the decentralized state fleet structure, agencies request funding for replacement vehicles through the budget process. In some circumstances, leasing may provide more financial benefits. Fleet Management collaborates with OA's Division of Purchasing to offer a Fleet Leasing and Qualified Vendor contract.

Fleet Management System

Technology use needs to be expanded to improve data reliability, reduce data collection efforts, and increase driver safety.

Status: A new fleet information management system was implemented in May 2021. Additionally, some agencies are utilizing vehicle telematics technology. Telematics is data collection that helps manage the state fleet and helps agencies find efficient routes, reduce idle time, and save in fuel costs.

Policy Improvements

Vehicle acquisition practices are in the process of being updated to allow agencies more flexibility in choosing the most appropriate vehicle options to suit their needs.

Status: Fleet Management advocates using life cycle costing to choose the most cost-effective vehicles. Revisions to the State Vehicle Policy (SP-4), approved by the OA Commissioner in August 2022, include:

- lowering utilization minimums from 15,000 miles per year to 12,500 miles per year;
- lowering minimum mileage for replacements from 120,000 miles to 75,000 miles; and
- introducing leasing as a vehicle acquisition option.



Executive Summary (continued)



Safety Policies

Fleet safety policies need to be updated to address issues such as distracted driving.

Status: State Vehicle Policy (SP-4) was revised in 2018, requiring hands-free cellphone use and all passengers to wear their seatbelt. The policy was also revised in 2022, mandating certified safety inspections for each state vehicle every two years.

Increased Collaboration



Increase collaboration between agencies to explore sharing resources and best practices.

Status: State Fleet Management continues to host quarterly workshops for agency fleet managers, facilitating the exchange of information and ideas. Requested training is also provided to agency fleet contacts on various topics.

Standardized Metrics



Fleet metrics need to be standardized across all agencies.

Status: Since implementing the new system in May 2021, Fleet Management has been educating agencies on its reporting and fleet metric capabilities.

Centralization

Further assessment is needed to determine if centralization has the potential to improve operations and reduce costs.

Status: The team will begin exploring opportunities during FY24.

FY23 Data Highlights



The State Fleet Management Program monitors data through the State Fleet Information System and reports from agencies that have internal fleet systems. The program also monitors vehicle rental and employee mileage reimbursement data to present the total costs of employee travel.

On the Rise

- Total business miles driven increased by 5% from 139 million miles in FY22 to 146 million miles in FY23.
- Total state vehicular expenses increased by 22.9% from \$93.1 million in FY22 to \$114.5 million (see *Fleet Expenditures on page 13*).
- The percentage of business miles driven in state vehicles, in lieu of other travel options, increased from 85% in FY22 to 88%. As a state vehicle is usually the most economical option for travel, this 3% increase is significant.
- State team members were reimbursed for 14.7 million business miles at a cost of \$9.6 million. This is a 6% increase from FY22's cost of \$6.7 million.
- The number of licensed, active state vehicles increased by 234 to a total of 10,156 vehicles.
- State pool vehicles averaged 16,311 miles driven — a significant increase from 13,397 miles driven in FY22.
- Fuel expenditures increased 43% due to global market increases as well as increase in state travel from \$31.3 million in FY22 to \$44.8 million.
- Average miles per gallon for sedans in the State Fleet Information System increased from 30.3 MPG in FY22 to 32.2 MPG.

Going Down

- Annual average utilization for all state fleet vehicles decreased from 14,215 miles driven per vehicle in FY22 to 12,693 miles.
- Maintenance and repair expenditures decreased by 1% from \$16.1 million in FY22 to \$16 million (see *Maintenance and Repair Costs on page 26*).

State Motor Pool Stats



- State Motor Pool vehicles averaged 25,927 miles driven in FY23 — an increase from 21,803 miles driven in FY22.
- Travel in State Motor Pool vehicles also increased 25%, with trips increasing from 6,507 in FY22 to 8,688 in FY23.

FY23 Accomplishments



Policy Improvements

Apart from safety policy improvements in 2018, the State Vehicle Policy (SP-4) had not been updated since 2008. Refer back to page three for more details on the approved policy changes.



Quarterly Fleet Workshops



The State Fleet Management Program hosted quarterly workshops to enhance fleet education, fostering communication and idea exchange among agency fleet manager and administrators.

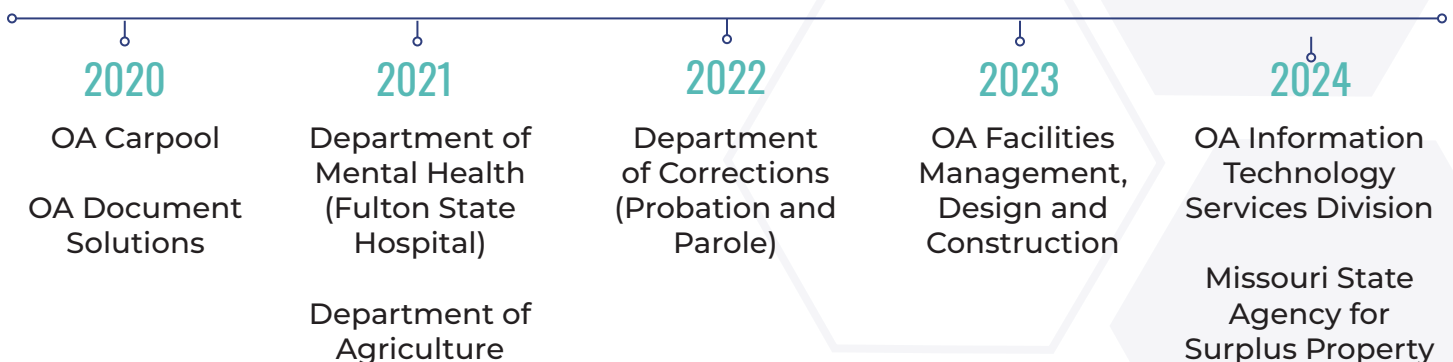
Customer Satisfaction Surveys



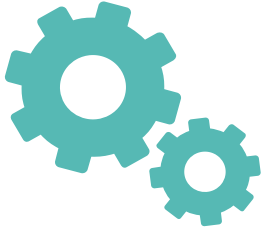
For the seventh consecutive year, State Motor Pool and Vehicle Maintenance customer surveys yielded extremely positive results. Powered by the Qualtrics program, the surveys provided valuable feedback and suggestions for improvement. Both programs achieved overall satisfaction ratings of 4.0 or higher out of five possible points, indicating high levels of satisfaction.

Telematics Expansion

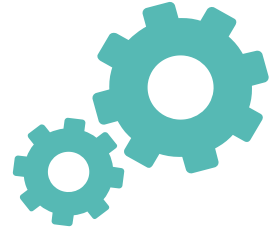
The Task Force on Fleet Management recommended modernizing fleet technology by expanding the use of vehicle telematics. Telematics encompass vast amounts of data collection and analysis, including vehicle analysis, fuel consumption, and driver behavior to name a few. Since March 2020, the State Fleet Management Program has greatly encouraged telematics adoption. Several agencies, shown below, are already utilizing the technology. In 2023, OA established a plan to utilize telematics in all OA vehicles.



FY24 Goals



The State Fleet Management Program has established the following goals to further improve efficiencies in the state fleet in 2024.



- Collaborate with OA Facilities Management, Design and Construction to relocate OA Vehicle Maintenance and State Motor Pool to an alternative location by the end of FY24, due to redevelopment of the Missouri State Penitentiary (MSP) lot location and deterioration of the facility where Vehicle Maintenance is currently located.
- Assess how OA's fleet is administered, gain efficiencies by centralizing redundant functions within the agency to capitalize on experience, improve consistency, and maximize existing resources to reduce costs. Implement use of telematics in all OA vehicles by the end of FY23.
- Collaborate with OA Risk Management and OA Communications to establish a fleet driver safety program.
- Create a Tableau dashboard to monitor the current status of the state's vehicle fleet.
- Continue to provide training to agency fleet managers on the State Fleet Information System and how to utilize its reporting capabilities, driver training, purchasing and leasing of vehicles, maintenance and repair awareness, and data analysis to assist management in making fleet related decisions for their agency. 41% of fleet managers attended the quarterly meeting on May 2, 2024.
- Reduce mileage reimbursement for the State of Missouri by providing recommendations to agencies for right sizing and right typing their current fleet.
- Assist with the transition to the Missouri Vital Enterprise Resource System (MOVERS) as part of their maintenance team. The MOVERS system will eventually replace legacy statewide administrative systems, providing enhanced functionality and improved business processes. MOVERS will also help by providing information about the asset from its inception until it is retired in a single system, task automation, a reduction of duplicative processes, and advanced reporting and data analytics.
- Continue quarterly fleet workshops to communicate with agency fleet managers and encourage the exchange of ideas.

Fleet Condition



Passenger Vehicles

Passenger vehicles are considered those having a gross vehicle weight rating under 8,500 lbs. These include sedans, light-duty trucks, station wagons, crossover utility vehicles, sport utility vehicles (SUVs), and passenger vans.

The state's passenger fleet is subject to a 75,000-mile minimum replacement criterion, under the State Vehicle Policy (SP-4). Agencies must seek pre-approval from the State Fleet Manager to purchase passenger vehicles unless they will be operated by POST-certified law enforcement officers. The state fleet consists of 2,944 passenger vehicles (excluding the Missouri State Highway Patrol, Departments of Transportation and Conservation, and state colleges and universities).

Average Odometer by Funding Source

	FY23	FY24	FY25
General Revenue	60,676	73,001	85,326
Federal/Other	79,558	92,559	105,560
All Funds	73,747	86,540	99,333

Average Age (in years) by Funding Source

	FY23	FY24	FY25
General Revenue	4.8	5.8	6.8
Federal/Other	6.8	7.8	8.8
All Funds	6.2	7.2	8.2

Medium/Heavy Duty Vehicles

Vehicles considered medium/heavy duty are not subject to the same minimum replacement criteria as passenger vehicles. It is difficult for the State Fleet Management Program to estimate the condition or replacement needs of the medium/heavy duty fleet, as their normal replacement cycles vary widely and depend on the function of the vehicle. Data on medium/heavy duty vehicles is included to inform policy makers of the likely replacement needs; however, State Fleet Management must defer replacement recommendations for these vehicles to the state agencies.

Average Odometer by Funding Source

	FY23	FY24	FY25
General Revenue	103,446	111,811	120,176
Federal/Other	81,235	86,556	91,878
All Funds	89,085	95,482	101,879

Average Age (in years) by Funding Source

	FY23	FY24	FY25
General Revenue	11.7	12.7	13.7
Federal/Other	14.3	15.3	16.3
All Funds	13.4	14.4	15.4

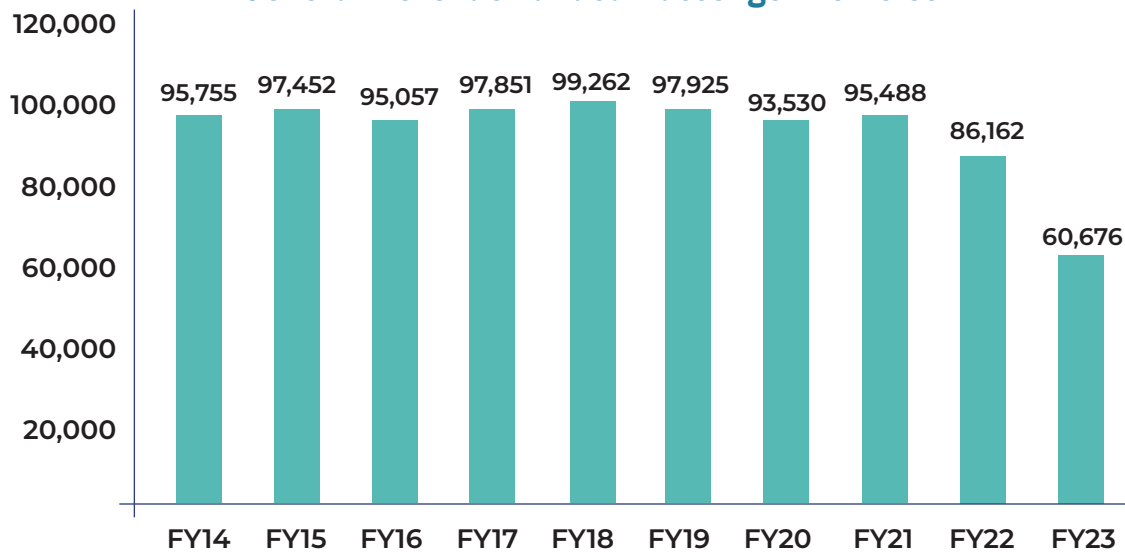
This data reflects the actual or projected condition of the fleet at the end of each fiscal year without replacement. Odometer readings were projected based on a three-year average utilization from FY23-FY25.

Fleet Condition (continued)



General Revenue Fund Replacement Needs

**Average Odometer Readings
General Revenue Funded Passenger Vehicles**

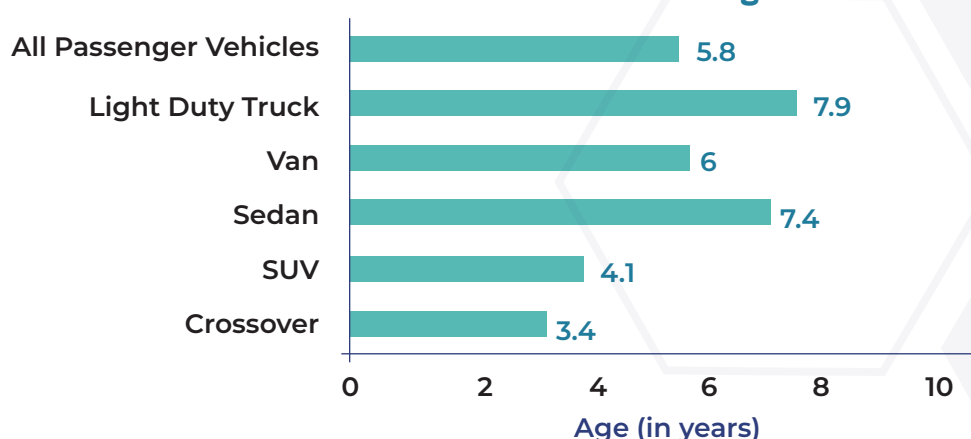


The chart on the left illustrates the average odometer readings based on actual data at the end of FY14 – FY23.

The sharp decline in FY23 reflects the policy change that reduced mileage replacement criteria and an increase vehicle production; allowing agencies to replace their higher mileage vehicles with newer, safer vehicles.

The projected average age for all General Revenue passenger vehicles in FY24 will be approximately seven years. Some light-duty vehicle categories are in better condition than others. Sedans, SUVs and crossovers are more commonly used for statewide travel and are typically targeted for more frequent replacement. The current minimum replacement criteria for passenger vehicles is 75,000 miles, which typically occurs between five to six years for well-utilized vehicles. Ideally, high-use vehicles would be replaced on a regular basis to minimize maintenance and repair costs and to ensure safety and reliability.

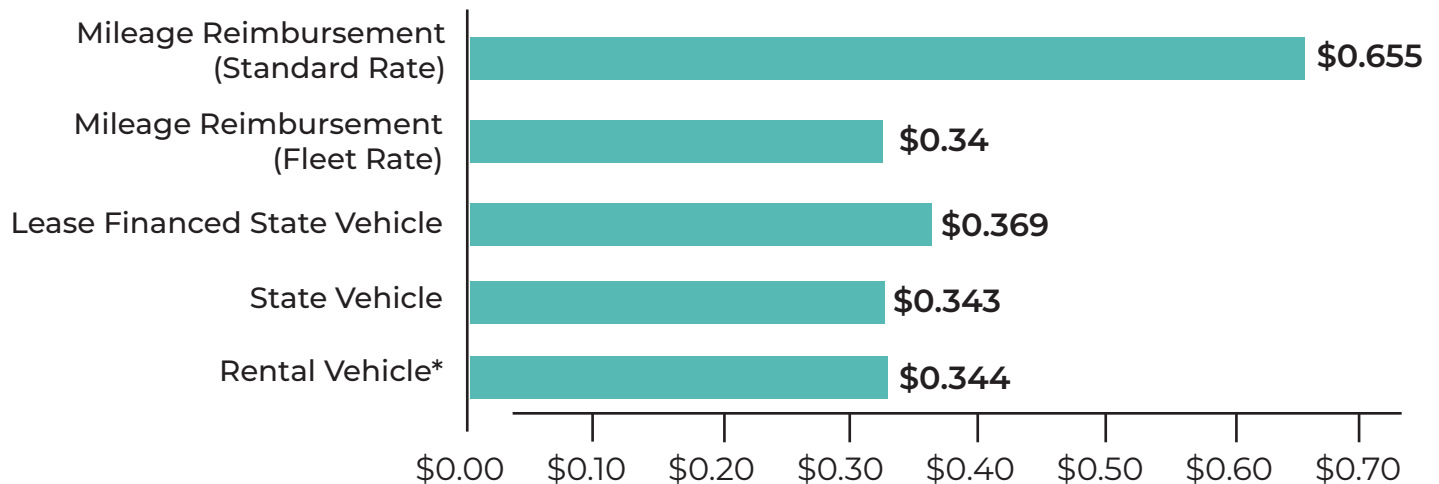
**FY24 Projected Average Age
General Revenue Funded Passenger Vehicles**



Fleet Data: Travel Cost Options



FY23 Travel Options Cost Per Mile



In FY23, state team members travelled over 146 million miles on state business. State team members may use state vehicles, rental vehicles, or they can use their own vehicles and receive mileage reimbursement. The State Fleet Management Program coordinates a multi-pronged effort, aimed at reducing the state's vehicular travel expenses by redirecting business miles to the lowest-cost option—which is almost always the use of a state vehicle.



FY23 Business Miles Driven Increased from FY22



FY23 Mileage Reimbursement Expenses Increased from FY22

In most cases, mileage reimbursement is the costliest travel option on a per mile basis. Despite a concerted effort to transfer business miles to lower-cost options, such as state and rental vehicles, mileage reimbursement expenditures increased in FY23. State team members were reimbursed for 14.7 million business miles in FY23, costing more than \$9.6 million.

The State Fleet Management program will continue to promote the most cost-effective travel option.

*The state rental contract offers unlimited in-state miles, which can make the contract more advantageous to state agencies when employees take long-distance trips that are short in duration. The Trip Optimizer identifies those occasions when a rental vehicle is the lowest-cost option.

Fleet Data: Travel Cost Options



Mileage Reimbursement Rates (cents per mile)

	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23
IRS	57.5	54.0	53.5	54.5	58.0	57.5	56.0	58.5	65.5
State of Missouri									
Standard	37.0	37.0	37.0	37.0	37.0	37.0	43.0	49.0	65.5
Fleet	26.0	26.0	26.0	26.0	26.0	28.0	28.0	28.0	34.0

Under the authority of Section [33.095, RSMo.](#), the of the OA Commissioner sets the mileage reimbursement rate for officials and employees. Additionally, the State Vehicular Travel Policy ([SP-12](#)) includes a dual mileage reimbursement rate structure, consisting of a standard rate and a reduced fleet rate. The lower fleet rate reflects the direct costs to operate a state-owned vehicle and is used to reimburse employees who choose to use their personal vehicles.¹

¹ The OA Commissioner increased the standard mileage rate to 65.5 cents per mile for FY23, effective April 3, 2023, with the passage and signing of the FY22 supplemental budget and administrative rule change.

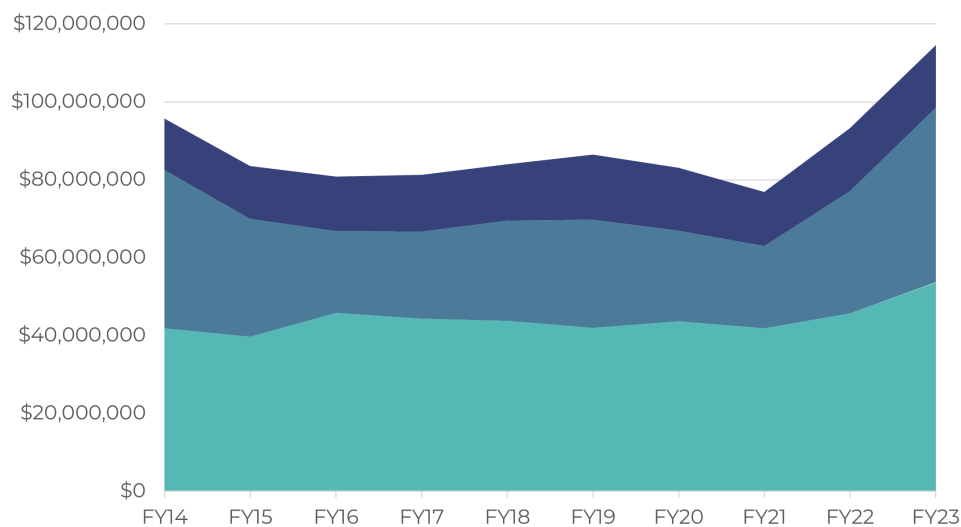
Fleet Data: Fleet Expenditures

The State makes a significant investment in supporting and maintaining a vehicle fleet for agencies to provide essential services for the citizens of Missouri. The increase of fleet expenses in FY23 is a result of higher fuel and vehicle prices and agencies replacing high-mileage vehicles.



**FY23 Fleet Expenses
Increased from FY22**

Total State Fleet Expenditures



Maintenance & Repair



Fuel



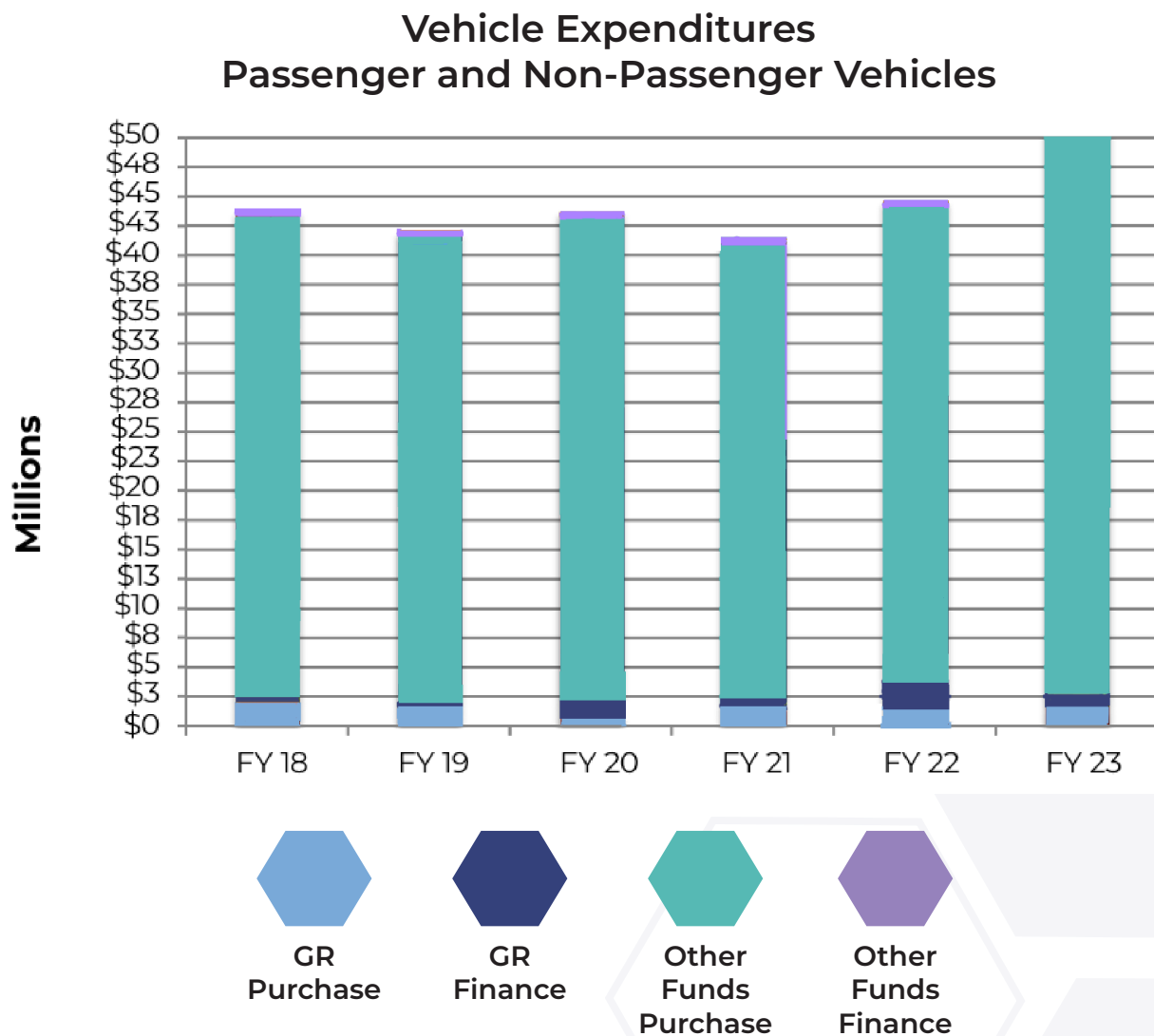
Vehicles

Fiscal Year	Vehicles	Fuel	Maintenance & Repair	Total
FY14	\$41,894,299	\$40,572,617	\$13,209,792	\$95,676,708
FY15	\$39,730,373	\$30,237,962	\$13,516,062	\$83,484,397
FY16	\$45,808,921	\$20,986,043	\$13,994,735	\$80,789,699
FY17	\$44,290,584	\$22,399,057	\$14,602,790	\$81,292,431
FY18	\$43,734,585	\$25,736,901	\$14,497,240	\$83,968,726
FY19	\$42,012,637	\$27,704,200	\$16,712,491	\$86,429,798
FY20	\$43,706,407	\$23,228,331	\$16,080,254	\$83,014,992
FY21	\$41,804,286	\$21,210,023	\$13,893,277	\$76,907,586
FY22	\$45,721,754	\$31,327,363	\$16,141,408	\$93,190,525
FY23	\$53,657,323	\$44,855,511	\$16,046,626	\$114,559,460

Fleet Data: Vehicle Purchases

The State should replace approximately 13% of the fleet each year based on an eight-year replacement cycle², to avoid large fluctuations in upfront capital required for fleet replacement. The General Revenue investment in just passenger vehicles should be at least \$2.9 million annually³ to maintain a regular replacement cycle. Over the past three fiscal years, General Revenue funding has averaged \$2 million⁴ for all vehicle types.

The following charts illustrate total vehicle expenditures, compared to General Revenue vehicle expenditures.



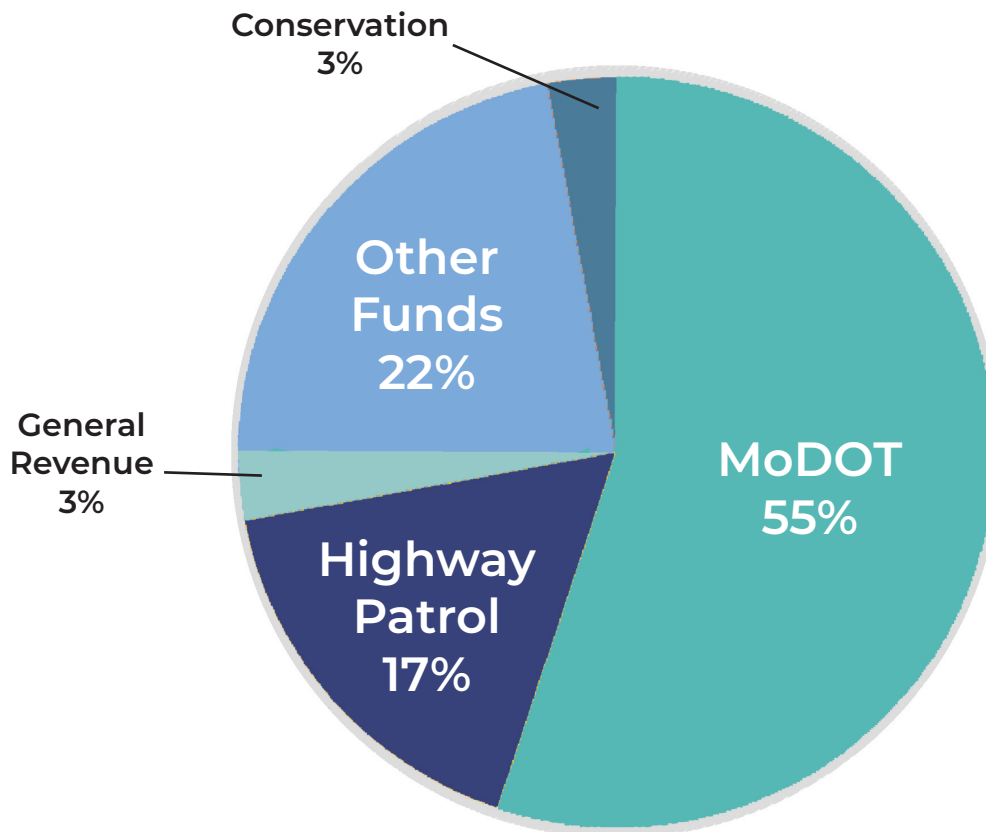
² Based on current State Vehicle Policy minimum replacement criteria of 75,000 miles and minimum annual use requirements for pool and individually assigned vehicles of 12,500 miles.

³ GR vehicle count of 906*13%*\$25,309.91 (average passenger vehicle price).

⁴ Includes funds for outright purchase and lease purchase payments for GR vehicles.

Fleet Data: Vehicle Purchases

Vehicle Purchases by Fund*



Fund Number	Description	FY22	FY22 % of Total	FY23	FY23 % of Total
0320	MoDOT/State Road	\$24,390,553		\$29,691,049	
0644	MoDOT	\$5,210,735	82%		75%
0695	Highway Patrol	\$4,272,913		\$9,021,131	
0609	Conservation	\$3,536,563		\$1,350,880	
0101	General Revenue	\$4,024,498	9%	\$1,650,572	3%
Other	All Other Funds	\$4,268,492	9%	\$11,943,690	22%

*Includes master lease financing of vehicles.

Fleet Data: Licensed Vehicles



Licensed Vehicles per Agency*

Transportation	3,674
Public Safety	1,544
Conservation	1,268
Corrections	887
Social Services	683
Natural Resources	551
Mental Health	405
Office of Administration	308
Agriculture	272
Elementary & Secondary Education	112
Health & Senior Services	102
Commerce & Insurance	79
Lottery	68
Revenue	53
National Guard	30
Labor & Industrial Relations	29
Attorney General	21
Office of State Courts Administrator	20
Secretary of State	16
State Tax Commission	15
Supreme Court	5
Higher Ed. & Workforce Development	4
Legislature	3
Economic Development	2
Treasurer	2
Governor's Office	1
Missouri Council on the Arts	1
State Auditor	1
TOTAL	10,156

At the end of FY23, the State owned 10,156 licensed motor vehicles.

The largest owners of state vehicles are the Departments of Transportation, Public Safety, and Conservation.

**As of June 30, 2023*

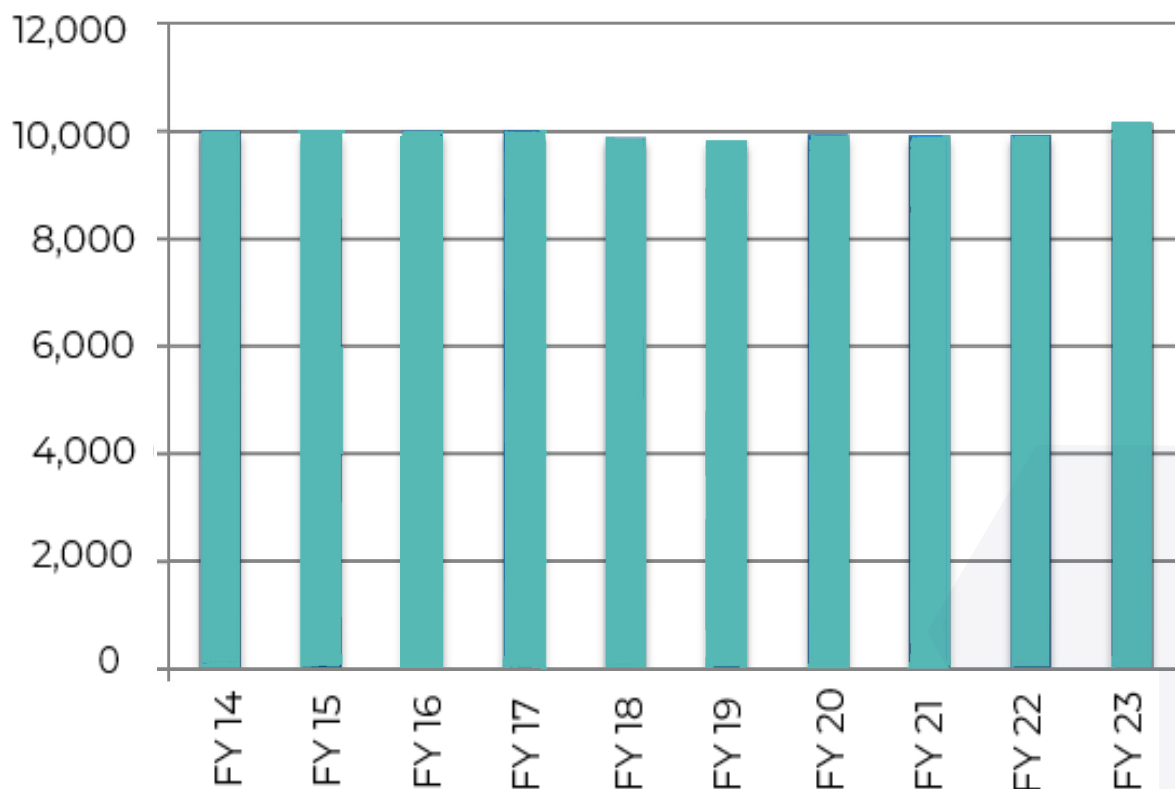
Fleet Data: Licensed Vehicles

State Vehicle Count by Fiscal Year

In FY23, total licensed vehicle counts for state agencies increased from 9,922 in FY22 to 10,156 vehicles.



**FY23 State
Vehicle Count
Increased from FY22**



Data presented above includes all state agencies.

Fleet Data: Licensed Vehicles

Licensed Vehicles per 100 Employees⁵

Conservation	78.7
Transportation	77.9
Agriculture	72.7
Highway Patrol	58.8
Natural Resources	33.5
Office of Administration	17.3
Social Services	11.5
Revenue	11.4
Commerce & Insurance	11.2
Corrections	10.4
Public Safety (not including MSHP and MONG)	9.5
Judiciary	9.4
Secretary of State	7.8
Elementary & Secondary Education	7.3
National Guard (MONG)	7.0
Attorney General's Office	6.9
Lt. Governor's Office	5.9
Health and Senior Services	5.9
Mental Health	5.5
Labor & Industrial Relations	4.9
Higher Education (DHEWD)	1.6
State Auditor	0.8
Legislature	0.5
Economic Development	0.3
STATE AVERAGE	19.6



FY23 Vehicles per 100 Employees Decreased from FY22

In FY23, there were, on average, 19.6 vehicles per 100 employees, which was a decrease from 23.1 in FY22.

The table on the right represents the number of licensed vehicles in FY23 for every 100 employees by agency.

⁵ Excludes agencies with less than 100 employees.

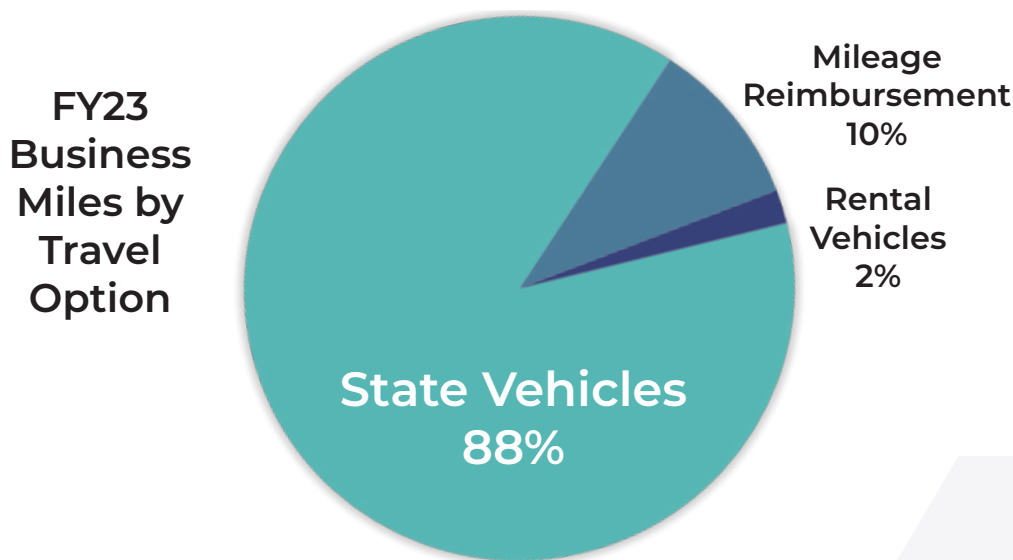
Fleet Data: Total Business Miles

The 'total miles driven' measurement reflects the total business miles traveled on official state business in licensed vehicles. This includes business miles collected from the State Fleet Information System, self-reported data from MoDOT, Conservation, and Highway Patrol, estimated miles reimbursed for personally owned vehicles⁶ and rental vehicle miles reported by Enterprise Rent-a-Car and Hertz.



**FY23 Total
Business Miles
Increased from FY22**

Agencies continue to direct a majority of business miles driven from mileage reimbursement to lower-cost state vehicles. In FY23, 88% of all business miles were driven in state vehicles. State travel policies require employees utilize the lowest-cost travel option available.



Business Miles Driven by Fiscal Year

Travel Option	FY20	FY21	FY22	FY23
State Vehicles	133,479,875	115,004,800	122,109,210	128,911,590
Mileage Reimbursement	17,699,100	9,022,183	13,780,949	14,666,190
Rental Vehicles	4,684,155	1,442,233	3,160,437	2,793,966
TOTAL	155,863,130	125,469,216	139,050,596	146,371,746

⁶ Calculated by taking total in-state and out-of-state mileage reimbursement expenditures for state employees only, divided by the standard mileage reimbursement rate issued by OA Accounting.

Fleet Data: Total Business Miles



In FY23, 146 million miles were driven annually on state business. This emphasizes the need to control expenses by promoting the use of cost-effective travel options, primarily state vehicles. Efficient fleet replacement is essential to provide safe, reliable vehicles for state team members.

Business Miles Driven by Agency*

	FY20	FY21	FY22	FY23
Transportation	47,935,318	44,212,359	41,398,290	38,474,644
Public Safety	33,300,876	31,214,550	31,535,020	32,249,894
Social Services	15,653,850	7,369,950	10,934,289	15,283,707
Conservation	13,502,558	13,182,986	13,903,695	14,493,060
Corrections	10,926,008	9,004,513	11,343,488	12,289,940
Natural Resources	6,478,575	4,110,608	5,635,737	6,015,408
Health & Senior Services	5,127,755	2,297,969	3,425,586	4,461,514
Agriculture	3,910,074	3,228,775	4,152,480	4,283,780
Mental Health	4,248,984	1,897,831	2,803,229	3,368,289
Public Defender	2,100,627	1,301,348	2,004,295	2,468,196
Elementary & Secondary Education	1,765,723	400,185	1,613,633	2,171,945
Office of Administration	1,845,587	1,727,127	1,819,419	2,158,627
Revenue	1,778,959	1,274,907	1,685,589	1,857,468
Commerce & Insurance	1,604,022	912,468	1,377,877	1,550,987
Judiciary	1,456,128	863,809	1,311,736	1,367,603
Legislature	1,451,290	1,382,199	1,383,490	1,366,385
Attorney General	995,120	427,269	734,088	774,175
Higher Ed. & Workforce Development	489,198	179,186	1,135,768	573,329
Economic Development	471,809	84,469	265,091	467,019
Labor & Industrial Relations	419,227	181,719	295,112	361,601
Secretary of State	172,500	102,877	154,145	186,327
State Auditor	167,034	49,386	64,401	93,435
Governor	33,341	11,963	51,332	30,414
State Treasurer	16,705	9,939	9,297	12,882
Lt. Governor	11,865	8,776	13,509	11,117
Total	155,863,130	125,469,216	139,050,596	146,371,746

*Includes miles driven in state and rental vehicles, as well as miles reimbursed to state employees.

Fleet Data: State Vehicle Use



State vehicles are used for a variety of functions. The State Fleet Information System classifies vehicles according to their assignment (pool, function, or individual) and purpose (client transportation, employee transportation, special purpose, or task specific).⁷

Primary Assignment	% of Vehicles	Average Miles Driven	% of Miles Driven
Individual	13%	16,204	17%
Pool	29%	16,395	37%
Function	58%	10,101	46%

The tables on this page illustrate the various classifications of vehicle assignments along with the associated miles driven per assignment for FY23.

Purpose	% of Vehicles	Average Miles Driven	% of Miles Driven
Employee Transportation	37%	16,116	45%
Special Purpose	20%	13,935	20%
Task Specific	29%	9,605	24%
Client Transportation	12%	13,145	11%

Fleet purpose descriptions for each agency are available at the end of this report.

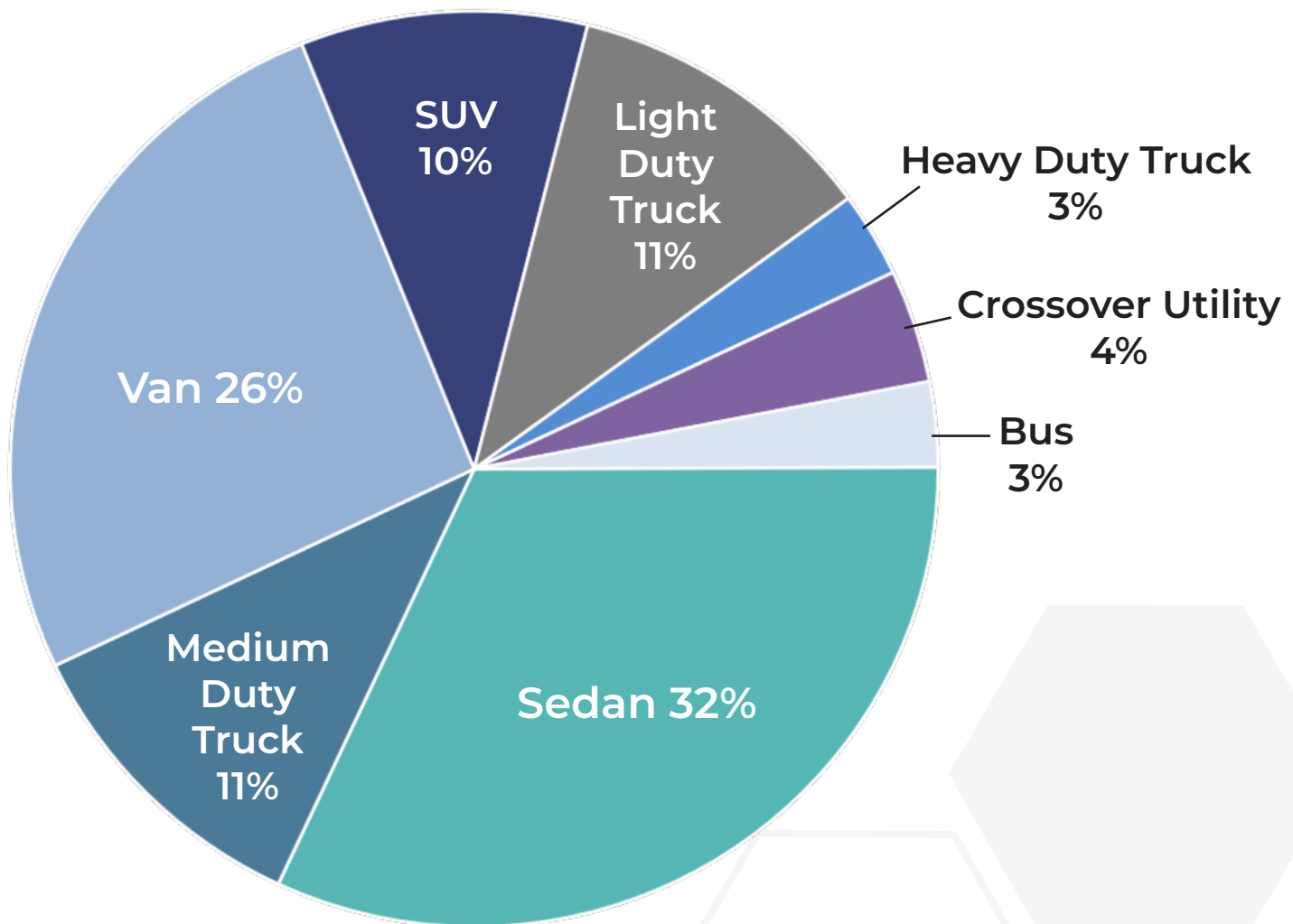
Examples of state vehicle use include:

- Law enforcement
- Caseworkers
- Child abuse and neglect investigations
- Mental health client transportation
- Emergency response
- Facility support
- Road and maintenance construction
- Meat and grain inspections
- Mail delivery

⁷ Data from the Departments of Transportation and Conservation and the Missouri State Highway Patrol are excluded from this analysis.

Fleet Data: State Fleet Composition

The chart below illustrates the breakdown of licensed vehicles in the state fleet. The data excludes the Departments of Transportation, Conservation, and the Missouri State Highway Patrol.

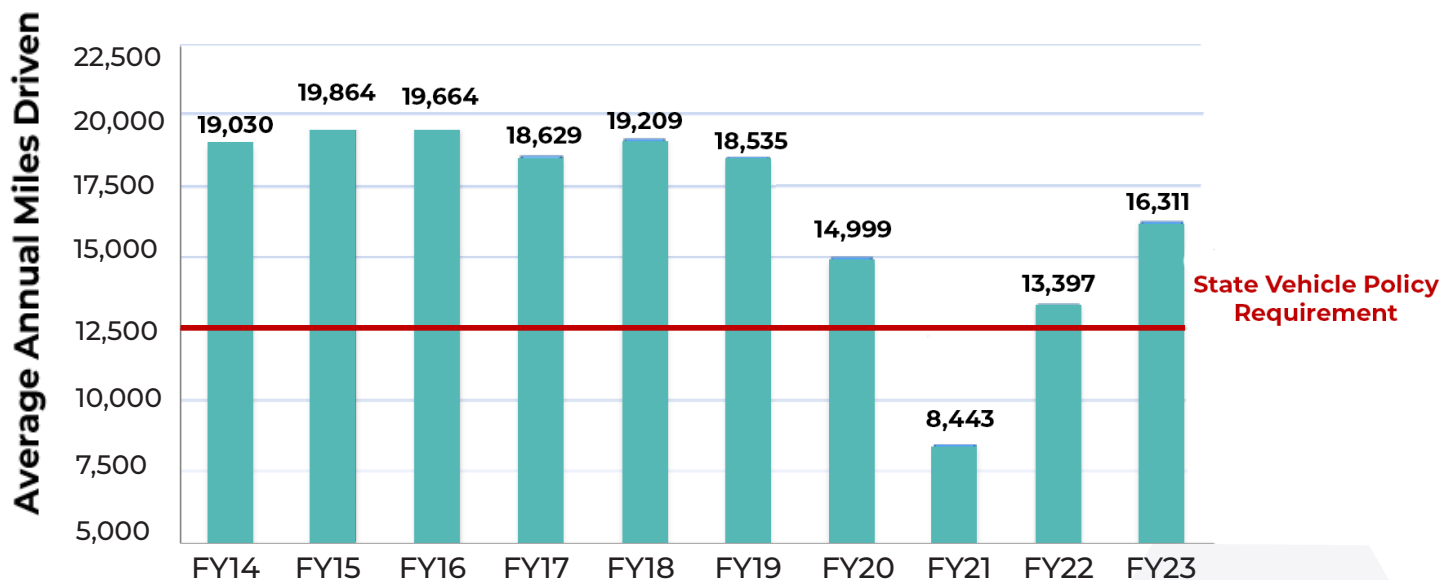


Fleet Data: Pool Vehicle Utilization

Vehicles assigned to a pool are available for use by multiple agencies and individuals, which increases their utilization.

State pool vehicles averaged 16,311 miles in FY23. Approximately 29% of vehicles in the State fleet are assigned to a pool as general-use vehicles, available for multiple individuals. The State Fleet Management Program continues to encourage the use of pool vehicles to maximize the use of state vehicles.

Average State Pool Vehicle Use



FY23 Average Annual Miles Driven by Agency

Office of Administration	21,880	Natural Resources	12,070
Social Services	19,551	Public Safety (Except MSHP)	9,647
Conservation	16,392	Revenue	8,642
Corrections	14,983	Labor and Industrial Relations	8,626
Health & Senior Services	14,594	Commerce & Insurance	8,596
Agriculture	14,425	Transportation	8,102
Highway Patrol	13,664	Mental Health	6,776
Higher Education & WD	12,561		

**State
Average:
16,311**

Fleet Data: Cost per Mile



The primary measure in evaluating fleet costs is the **total cost per mile**. Tracking the cost to own and operate state vehicles is essential to making informed decisions regarding the state fleet. The weighted average cost to own and operate a non-specially equipped vehicle in the state fleet was **\$0.5308 per mile in FY23**.

The State of Missouri keeps state vehicle costs low through several cost containment strategies:

- Vehicles are purchased through state contracts at significant discounts from manufacturer suggested retail prices (MSRP) due to fleet incentives from the auto manufacturers.
- State agencies can reduce operating costs by utilizing state maintenance facilities and contracts such as the state tire contract. With a labor rate significantly below other local vendors, OA's Vehicle Maintenance Facility in Jefferson City saves State agencies hundreds of thousands of dollars each year.
- The State of Missouri self-assumes liability coverage for motor vehicle accidents through the State Legal Expense Fund and administers motor vehicle claims internally.

Cost Per Mile

Cost Component	Compact	Mid	Full	SUV	Crossover	Weighted Average
Depreciation	\$0.1058	\$0.1338	\$0.2171	\$0.1924	\$0.3435	\$0.2604
Insurance/Fleet Fee	\$0.0162	\$0.0162	\$0.0162	\$0.0162	\$0.0162	\$0.0162
Administration	\$0.0200	\$0.0200	\$0.0200	\$0.0200	\$0.0200	\$0.0200
Fuel	\$0.0992	\$0.1030	\$0.1156	\$0.1495	\$0.1230	\$0.1693
Maintenance/Repair	\$0.0525	\$0.0419	\$0.0502	\$0.0408	\$0.0443	\$0.0649
TOTAL	\$0.2898	\$0.3149	\$0.4192	\$0.4189	\$0.5470	\$0.5308

The weighted average cost per mile is calculated based on the number of compact, mid, and full-size sedans in the fleet, as well as SUVs and crossovers.

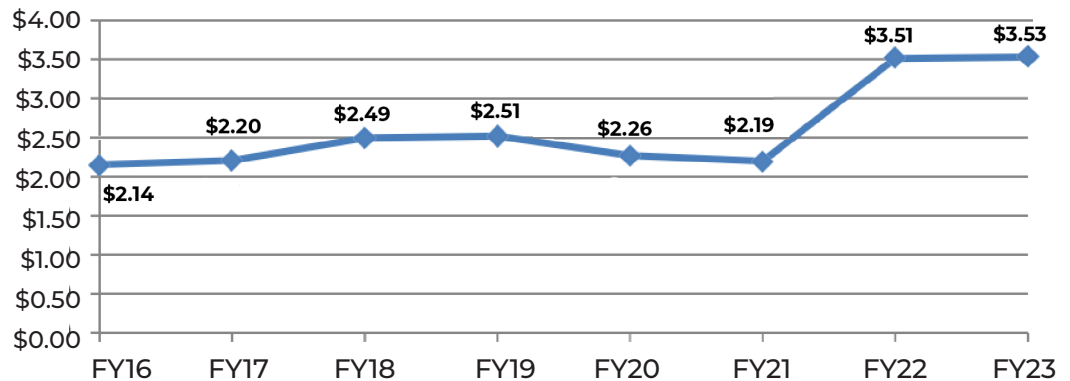


Fleet Data: Fuel Costs

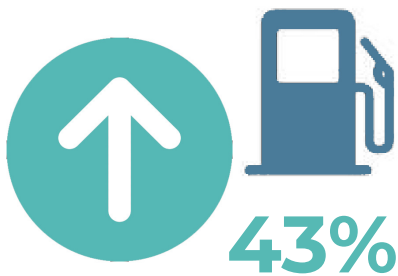
Fuel Trends

According to the [U.S. Energy Information Administration \(EIA\)](#), FY23 fuel prices increased by 1% from FY22. The average annual price per gallon for regular, unleaded gasoline and the annual percentage change from the EIA are shown from FY16 through FY23.

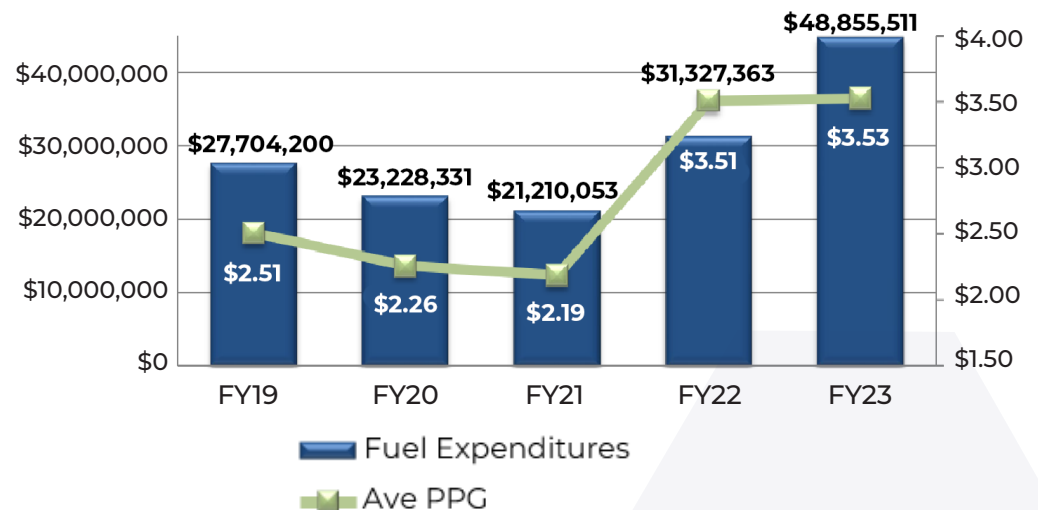
Average Midwest Regional Price Per Gallon



Fuel Expenditures



**FY23
Fuel Expenses
Increased from FY22**



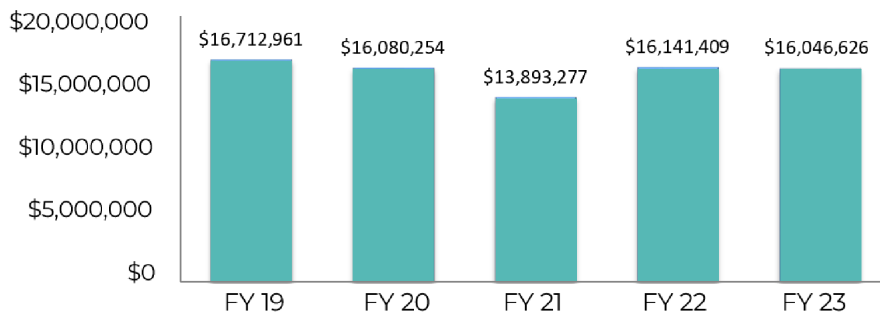
Fuel Expenditures by Agency

Agency	FY19	FY20	FY21	FY22	FY23	% Change FY22-FY23
Transportation	\$14,432,503	\$12,537,020	\$11,510,464	\$15,952,698	\$24,757,610	36%
All Other Agencies	\$6,278,108	\$4,859,113	\$3,968,030	\$6,526,191	\$9,027,369	28%
Highway Patrol	\$4,441,452	\$3,798,085	\$3,675,292	\$5,623,297	\$5,866,426	4%
Conservation	\$2,552,137	\$2,034,113	\$2,056,267	\$3,225,177	\$5,204,106	38%
TOTAL	\$27,704,200	\$23,228,331	\$21,210,023	\$31,327,363	\$44,855,511	43%

Fleet Data: Maintenance and Repair Costs

State agencies reported a 1% decrease in maintenance and repair expenditures in FY23.

Maintenance & Repair Expenditures



**FY23
Maintenance &
Repair Expenses
Decreased from FY22**

Maintenance & Repair Expenditures by Agency

Agency	FY19	FY20	FY21	FY22	FY23	% Change FY22-FY23
Transportation	\$10,951,567	\$10,754,340	\$9,788,405	\$10,275,480	\$10,463,101	2%
All Other Agencies	\$2,723,099	\$2,635,814	\$1,675,706	\$2,420,368	\$2,229,643	-8%
Highway Patrol	\$1,359,250	\$1,149,600	\$1,154,612	\$1,982,784	\$2,151,488	9%
Conservation	\$1,679,045	\$1,540,500	\$1,274,554	\$1,462,777	\$1,202,394	-18%
TOTAL	\$16,712,961	\$16,080,254	\$13,893,277	\$16,141,409	\$16,046,626	-1%

Data includes information for licensed vehicles only.

Fleet Data: Fleet Driver Information



A key component of any fleet safety program is assurance that employees operating employer-provided vehicles have valid driver licenses. Many private fleet safety companies offer services to validate licenses against state departments of revenue for a fee. The State Fleet Management Program collaborated with the Department of Revenue (DOR) to perform this function at no cost to the State.

The State Fleet Information System ensures state team members operating official vehicles have a valid driver license. The system interfaces with DOR's Missouri Driver License System on a nightly basis. If the status of an employee's driver license changes, an email is sent to the designated agency contact person, displaying the relevant information so appropriate action can be taken.

Fleet Data: Rental Contracts



The rental services contract plays an important role in state agencies' efforts to manage transportation expenditures. Short-term rentals typically provide a lower cost option to mileage reimbursement when state vehicles are unavailable.

Agencies can determine whether to utilize the rental contract, based on results from the Trip Optimizer—a web-based cost-estimating tool that calculates the lowest-cost travel option for each trip.

The state rental contract offers unlimited in-state miles, making the contract more advantageous to state agencies when team members take long-distance trips that are short in duration. The following table illustrates rental contract utilization and estimated savings per mile compared to the standard mileage reimbursement rate.

Vehicle Rental Contract Data

Fiscal Year	Trips	Rental Days	Miles Driven	Average Rental Cost per Mile	Standard Mileage Rate	Savings per Mile	Estimated Total Savings
2013	5,035	12,248	2,065,815	\$0.324	\$0.37	\$0.046	\$94,253
2014	5,420	12,647	2,203,181	\$0.322	\$0.37	\$0.048	\$105,045
2015	6,019	14,234	2,603,986	\$0.289	\$0.37	\$0.081	\$211,701
2016	6,214	14,420	2,799,073	\$0.252	\$0.37	\$0.118	\$330,773
2017	6,429	15,599	3,162,946	\$0.248	\$0.37	\$0.122	\$384,315
2018	6,885	15,630	4,096,502	\$0.225	\$0.37	\$0.145	\$592,414
2019	9,118	19,722	5,569,000	\$0.228	\$0.37	\$0.142	\$789,525
2020	7,028	17,318	4,684,155	\$0.219	\$0.37	\$0.151	\$705,666
2021	2,829	9,057	1,520,983	\$0.315	\$0.43	\$0.112	\$170,020
2022	4,828	13,699	3,133,061	\$0.280	\$0.43	\$0.150	\$468,482
2023	5,925	15,525	3,457,308	\$0.344	\$0.655	\$0.311	\$3,119,748

Agency Fleet Compliance



Fleet Management Statute

Section 37.450, RSMo., authorizes the OA Commissioner to issue policies governing the acquisition, assignment, use, replacement, and maintenance of State-owned vehicles. The State Vehicle Policy (SP-4) promulgates these policies. The State Fleet Management Program monitors agency compliance with the Fleet Management Statute and the State Vehicle Policy.



Reporting of State Vehicle Data

As required under Section 37.450, RSMo.⁸, the State Fleet Information System was implemented on May 17, 2021. Agencies are required to submit vehicle data in a format and frequency requested by the State Fleet Manager.

The following agencies maintain their own fleet systems and do not submit detailed vehicle data to OA:

- Department of Transportation
- Department of Conservation
- Missouri State Highway Patrol

Without detailed vehicle data, State Fleet Management is unable to confirm agency compliance with minimum utilization standards outlined in the State Vehicle Policy (SP-4) for the agencies listed above. These agencies do submit fleet summary data to OA on an annual basis.

⁸ Section 37.450, RSMo. (3) The fleet manager shall institute and supervise a state fleet vehicle tracking system in which the cost of owning and operating each state vehicle is documented by the agency owning the vehicle. All state agencies shall report the purchase and the sale of any vehicle to the fleet manager and provide any additional information requested by the fleet manager in the format, manner and frequency determined by the office of administration.

Agency Fleet Compliance



State Vehicle Fleet Fee

The fleet management statute⁹ requires each state agency to pay a state vehicle fleet fee for each vehicle it owns, as determined by OA. Fee assessments are issued in July, based on the number of active vehicles recorded in the State Fleet Information System as of June 30 each year.



The purpose of the fleet fee is to fund the State Fleet Information System and other administrative expenses incurred in management of the state fleet. Administrative costs including salaries and benefits of staff assigned to Fleet Management, and minor expenses and equipment are included in the fee calculation.

In FY23, the fee was \$34 per licensed active vehicle.

Vehicle counts at the beginning of the fiscal year were used to calculate each agency's total fleet fee. Since the Departments of Transportation and Conservation, and the Missouri State Highway Patrol have fleets of more than 1,000 vehicles, their fleet fee was reduced to half of the regular fee as allowed by statute.¹⁰

⁹ Section 37.450, RSMo. (7) Each agency shall pay a state vehicle fleet fee, as determined by the Office of Administration, for each vehicle it owns for the purpose of funding the state fleet vehicle tracking system and for other administrative expenses incurred in management of the state vehicle fleet. Any agency that owns at least 1,000 vehicles shall receive a credit against the State vehicle fleet fee for the internal fleet management services performed by such agency, provided such agency furnishes all information required by the fleet manager.

¹⁰ Neither the Department of Transportation nor the Department of Conservation have paid the fleet fee and question the value of the benefit received from the State Fleet Management Program.

Agency Fleet Compliance



State Policy Non-Compliance

The following are areas in which agencies are currently not compliant with the State Vehicle Policy.

The policy requires an average annual minimum utilization of 12,500 miles for pool vehicles— This is based on the National Alliance of State and University Fleets survey of annual mileage based on 75,000 miles and six years criteria to achieve optimal point of replacement of a vehicle. Listed below are the agencies with averages below the minimum requirement in FY23.

- Department of Health and Senior Services
- Department of Corrections
- Department of Revenue
- Department of Labor & Industrial Relations
- Department of Mental Health
- Department of Commerce & Insurance
- Department of Agriculture
- Department of Higher Education & Workforce Development
- Department of Social Services

The Department of Transportation has previously communicated their intent not to adhere to the following statewide fleet management policies:

- Track individual trip information.
- Obtain preapproval to purchase vehicles.
- Obtain approval to expand the size of their fleet.

Also, due to the unavailability of vehicles currently being produced, agencies are not in compliance with the State Vehicle Policy in regards to the use of E85 fuel.